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CENTRAL INTELLIGENCE GROUP

[Redacted]
28 March 1946

TO: Chiefs of All CIG Units
FROM: Acting Administrative Officer, CIG
SUBJECT: Safeguarding Classified Information

At the present time there is in preparation detailed security regulations for the Central Intelligence Group. Pending completion of these regulations, the following provisions relating to the safeguarding of classified information will apply.

1. Regulations Applicable. Until further notice, the provisions of Army Regulations 380-5, dated 15 March 1944, and U.S. Navy Regulation 1920 (Article 76), 31 March 1944, are in effect. At present the Navy Regulations are not available, but copies of AR 380-5 may be obtained from the Administrative Office, Room 2011. All personnel assigned to this group, regardless of grade, position, or department from which assigned, will be required to familiarize themselves thoroughly with this regulation and changes thereto.

2. Personnel. Due to the nature of work performed by the CIG, it is essential that all its personnel be investigated before assignment to the CIG. This investigation will be made by the department from which the person or persons are assigned and will include a certification to the effect that the individual has been investigated and is eligible to handle TOP SECRET documents.

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3. Security in Office Routine.

a. The Security Rules for Combined Chiefs of Staff

Building will apply to all offices [redacted]

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25X1 [redacted] The Central Reports Staff, now located in the Pentagon Building, will abide by security regulations as prescribed by MID Memorandum No. 3, 11 January 1946, and MID Memorandum No. 3-A, 5 February 1946.

b. Security Checks at Close of Work Each Day: In this connection your attention is directed to Memorandum for All CIG Personnel, Subject: "Security," dated 13 March 1946. REMEMBER: All classified material must be locked in safes or safe cabinets at night. Each room occupied by the CIG is hereby designated as a security area. In each security area, except Room 2011, it becomes the responsibility of each individual before departure from the area to secure his own equipment. All rooms except 2011 will have a double check made during the evening by the guard provided by the Combined Chiefs of Staff. Room 2011 will be double-checked at the close of business each day by an officer designated by the Administrative Officer for that duty. This officer will:

1. Double check the area
2. Initial a security check sheet indicating check of each item of equipment.

c. Safes.

(1) The head of each unit or staff, or other person responsible for safes or safe cabinets, will furnish the Assistant Security Officer, CIG, a complete list of combinations for use in event of emergency. The list will be enclosed in a

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double sealed envelope, the outside will bear the signature of the responsible person on the sealed flap over which will be placed scotch tape. The face of the outer envelope will bear the name of the unit or staff, room number, safe or cabinet number, and date the combinations were last changed. The list will be revised whenever a combination is changed. One list may be prepared for each unit or staff, but it is preferred that an envelope be prepared for each safe. These envelopes will be turned over to the Adjutant, Joint Chiefs of Staff, by the Assistant Security Officer. In case of emergency, any of these envelopes may be obtained from Message Center, Joint Chiefs of Staff, upon proper identification and receipt for same.

(2) When it is necessary to have combinations of safes or cabinets changed, arrangements will be made with the Assistant Security Officer, CIG, Room 2011, telephone War Department

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For the Director, Central Intelligence Group:

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Acting Administrative Officer